

AVIATION MANAGEMENT EMERGENCY FUND POLICY

8316

(No 27 February 2012)

This section, and its subsections, provides instructions on the fiscal management of the Emergency Fund (E-Fund) by CAL FIRE Aviation Management. The governing authority for fiscal policies is found in the annual budget act, State laws and regulations, and in CAL FIRE Incident Fiscal Management Handbook 3800, [Section 3821](#) et seq. All employees will be accountable for following the guidelines listed in the 3800 Handbook.

AUDIT REQUIREMENTS FOR AVIATION MANAGEMENT USE OF THE EMERGENCY FUND

8316.1

The Senior Air Operations Officer is responsible for auditing AMU's use of the E-Fund to ensure that expenditures are being made within these policy guidelines. The Chief of the Office of Program Accountability is available to provide guidance and assistance.

EXPENDITURE AUTHORIZATION FOR AMU STAFF

8316.2

All E-Fund expenditures will normally be approved by an Air Operations Officer II-level or higher officer. E-Fund authorization will be limited to those resources ordered by or under CAL FIRE control on a wildland fire incident. Control is defined as being fully integrated into the incident management process based on resource requirements determined by the Incident Commander or unified command. The Incident Commander(s) will document such control by obtaining an order and request number(s) for resources under CAL FIRE control. Each person authorizing E-Fund expenditures is personally responsible for the appropriateness of such expenditures. All personnel authorizing expenditures are personally responsible for complying with established rules and guidelines, even though another employee may make the actual purchase. Additionally, all personnel are subject to the procurement policies of the State even if responsibility for the fire rests with another agency.

PROPER EXPENDITURES PROPER EXPENDITURES

8316.3

The following are appropriate E-Fund expenditures for the Aviation Management Program:

- A. Labor costs for contract pilots to operate fixed wing aircraft and for mechanics to maintain aircraft while operating out of the Mandatory Availability Period (MAP) or during an extended standby period can be charged to the E-Fund. This period will be defined not later than April 1 of each year by AMU. The following are examples of appropriate labor charges to the E-Fund or to the General Fund
 - 1. Contract pilots are paid a straight daily rate. With the exception of instructor pilots, there is no hourly flight rate. The daily rate for pilots during fire season will be 100% to the General Fund during the MAP.

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2. The daily rate for contract pilots will be charged entirely to the E-Fund when the pilots (including lead pilots) begin working prior to MAP and continue working after MAP.
 3. Any extended standby time will be charged to the E-Fund.
 4. The daily rate for contract pilots will be charged entirely to the General Fund when pilots are participating in pre-season training. In addition, all instructor flight hours will be charged to the General Fund.
 5. Pilot travel between bases during fire season will be charged to the General Fund.
 6. Contract maintenance personnel are paid an hourly rate. All contract maintenance labor not associated with annual inspections on the aircraft will be charged to the General Fund. Contract maintenance labor associated with preparing aircraft to be available prior to the normal contract start dates or extending beyond the normal contract end dates will be charged to the E-Fund.
 7. All contract maintenance labor for normal work performed on annual inspections will be charged to the General Fund.
 8. All contract maintenance labor for overtime associated with conducting annual inspections will be charged to the General Fund.
 9. Contract maintenance technician travel and long term per diem occurring prior to the MAP and after the MAP end dates as established yearly by AMU will be charged to the E-Fund.
 10. Contract maintenance technician travel and long term per diem during fire season will be charged to the General Fund.
 11. Contract maintenance technician short-term per diem will be charged to the E-Fund.
 12. Cost (either parts or labor) associated with the repair of damage resulting from the use of CAL FIRE aircraft on an emergency incident may be charged to the E-Fund if it is above the base contractual salary or requires hiring additional assistance.
- B. CAL FIRE purchases a great many parts to support the aircraft. Following is a breakdown of what types of parts purchases should be charged to the E-Fund and what type should be charged to the General Fund:

1. The purchase of parts to support CAL FIRE's firefighting aircraft will be charged to the General Fund.
2. The replacement of major assemblies either destroyed or damaged on an incident will be charged to the E-Fund.

Other proper aviation-related expenditures chargeable to the E-Fund are listed in [Section 3821.9 C-E](#).

Conditions for use of and proper expenditures from the E-Fund other than those identified above and in Section 3821.9 will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

CODING POLICY FOR EMERGENCY FUND

8316.4

In order to be accepted as a charge to the E-Fund, all expenses must be documented with an order number. See [Section 1050](#) of the Personnel Handbook for instructions on how to code E-Fund overtime on the timesheet, and [Section 3762](#) of the Accounting Procedures Handbook for instructions on coding of all other expenses associated with a valid incident order number and request number.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)